



Switch Kit

No Pain. Quick Change.

You say the word, and we'll do the work!

If you've ever moved your checking account to a new bank, you probably said, "never again". Getting direct deposits and automatic payments linked to your account switched can be a hassle. But, what if the hassle wasn't yours? What if all you had to do was complete a few simple forms and let First Bank handle everything else?

That's the idea behind this Switch Kit; we want to make your switch to First Bank as easy for you as possible!

Here are some simple steps to help complete the process:

- ❑ Reconcile (balance) your last bank statement & stop writing checks on the account. Leave money in the old account to cover any outstanding checks & any applicable service charge.
- ❑ Open your new First Bank checking account. If you wish our help in filling out the Switch Forms provided, please bring a list of direct deposits & automatic payments with addresses & phone numbers or bring in your most recent statements.
- ❑ Fill out and sign a Switch Form for each Direct Deposit and Automatic Payment that you have.
- ❑ Sign a Request to Close Bank Account Form. First Bank will monitor the account and mail after the Request Form after the Direct Deposit has switched to First Bank.

Bring in the checks from your old account and your first order of personal First Bank checks will be at no charge!

At First Bank, we want to earn your business. We value our customers, and we take pride in the quality of our products and service we offer! Please let us know if there are others ways we can serve your financial needs!

Automatic Payment Switch Request

Company (Payee) Name _____

Company (Payee) Address _____

City, State & Zip _____

To Whom It May Concern:

I have changed financial institutions to First Bank and plan to close the account from which you have been taking your payments. You are currently withdrawing \$ _____ (or paying the my current bill amount) from the following account:

Old Bank: _____

Routing Number _____, Account Number _____

Effective immediately, I authorize automatic payment from my new checking account at First Bank.

The new routing number is 065303386, and my new checking account number is _____

If you have questions, please let me know or contact _____ at First Bank by calling (601) _____. A voided check is attached below for verification of my new account information.

Your assistance in this matter would be greatly appreciated.

Signature

Date

Name (please print)

Daytime Phone Number

Address, City, State & Zip



Direct Deposit Switch Request

[Name of Entity Making Deposits to Your Account - please print]

[The Entity's address]

[City, State, Zip]

To Whom It May Concern:

You are currently depositing my check into the following account that I plan to close:

Old Bank: _____

Their Routing Number _____ Old Account Number _____

Please begin making those automatic deposits into my new account with First Bank on the next payment date or as soon as possible.

First Bank Routing Number: 065303386 My First Bank Account Number is: _____

If you have questions, please let me know or contact _____ at First Bank by calling (601) _____ . Your assistance in this matter would be greatly appreciated.

Signature

Date

Name (please print)

Daytime Phone Number

Address, City, State & Zip



P. O. Box 808
McComb, MS 39649

Phone (601)684-2231
www.firstbankms.com

Request to Close Bank Account

[Name of Bank - please print]

[Bank address]

[City, State, Zip]

[Date]

To Whom It May Concern:

Please accept this letter as my authorization to close my account with your bank, account number _____ and send a check for the remaining balance to my address of record (below).

Your assistance in this matter would be greatly appreciated.

Sincerely,

Signature

Name (please print)

Address

City, State & Zip

Daytime Phone Number